

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/05/14 : CIA-RDP78-05244A000200080099-0

FINANCIAL ADMINISTRATION

23 July 1979

OFFICE OF FINANCE NOTICE NO. 18-79

SUBJECT: General - Allotment Accounting Procedure

Specific - Unliquidated Obligations Applicable to Lapsed  
Appropriations (FY 1977 and Prior Years -  
'M' Account)

STATINTL

REFERENCE:  Paragraph 16b

1. Each office is requested to prepare and furnish to the Office of Finance a summary of valid unliquidated obligations as of 30 September 1979 applicable to Fiscal Year 1977 and prior year appropriations.

2. Preparatory to compiling this report, it is essential that the following action be taken:

a. Request field installations to report, by fiscal year, all unliquidated obligations applicable to FY 1977 and prior years which are still valid.

b. Prior to 30 September 1979, review all unliquidated obligations for FY 1977 and prior years and make appropriate adjustments by APOD's to (1) cancel invalid obligations, (2) increase or decrease existing obligations or (3) record valid obligations not previously recorded so that the Open Obligation Activity Report for 30 September will be accurate and complete as of 30 September 1979. Every effort should be made to complete these adjustments prior to 31 August 1979 to avoid adding to September workloads.

3. The unliquidated Fiscal Year 1977 and 'M' account obligations as of 30 September will be automatically brought over as of 1 October 1979 as the ongoing obligations for the 'M' account.

4. The summary report of valid obligations will be transmitted to Accounts Division, Office of Finance, 513 Key Building, no later than 23 October 1979. This report should be in memorandum form and contain the following information:


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- a. A separate total for each fiscal year's unliquidated obligations and a grand total of all fiscal years.
- b. Where fiscal year obligation total includes reserve release funds, footnote by asterisk and show following information: FY, Project Number, Project Title, ORN and Amount.
- c. Provide a certification that each obligation comprising the total as reflected in the 30 September 1979 Open Obligation Activity Report is valid and supported by proper documentation.

A suggested format for the required report is attached. In the event there are no obligations which require reporting in accordance with this notice, a memorandum so stating is requested. STATINTL

  
Edward L. Sherman

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MEMORANDUM FOR: Director of Finance

ATTENTION: Accounts Division, Office of Finance

FROM:

SUBJECT: Certification of Fiscal Year 1979 Obligations

REFERENCE: Office of Finance Notice 18-79, dated 23 July 1979  
Unliquidated Obligations Applicable to Lapsed Appropriations

1. A summary of valid unliquidated obligations as of 30 September 1979 for this office follows:

FY	AMOUNT
*72	\$ XXXX
76	XXXX
TQ	XXXX
77	XXXX
Total	<u>\$XXXXX</u>

\*Asterisk each year which includes unliquidated obligations against reserve releases and show following information:

FY	Project No.	Project Title	ORN	Amount
<u>XX</u>	<u>XXXXXX</u>	<u>          </u>	<u>XXXXXXXXXXXXXXXX</u>	<u>\$XXXX</u>

2. This is to certify that the above unliquidated obligations are valid and properly documented.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date